

Job Description
Missouri State Highway Patrol

Class Title: Garage Superintendent

Title Code: V00601

Effective Date: 03/14/94

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Director, Motor Equipment Division

Position Supervised: All garage employees at GHQ and Troop F

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a highly responsible administrative and managerial position in directing the efficient and effective operation of the Patrol Garage at headquarters and the garage facilities at the Troops. The work requires coordination of effort between headquarters and Troop staff in determining priorities, delegating work and ensuring proper completion of work assignments. Supervision is exercised personally and through Assistant Garage Superintendents over garage staff. The Garage Superintendent exercises considerable independent judgment, decision-making and discretion in the operation of the garage with administrative direction received from the Director of the Motor Equipment/Construction and Maintenance Division.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises assistant garage superintendents, fleet control clerk and automotive technician supervisors at general headquarters to include ensuring effective, efficient operation of headquarters and Troop garages, completes administrative duties such as approving/disapproving leave slips, processing time records, conducting performance evaluations, conducting staff meetings and reviewing expense reports; indirectly supervises automotive technician supervisors in the Troops; responsible for assigning work to garage personnel and/or delegating work to supervisors for completion by garage staff.

Serves as Patrol liaison with vendors and suppliers of automobiles, parts, supplies, tools and equipment.

Submits requests for regular and/or special equipment and supplies to Motor Equipment Division for review and draft into a bid specification that meets state or federal purchasing requirements.

Receives work requisitions from Motor Equipment Division; records each work item needed on appropriate worksheet and delegates work to appropriate supervisor for completion by garage staff; follows up daily on the status of work assignments.

Oversees the operation, maintenance, service, and repair of gas tanks, pumps and wash racks located throughout the state.

Secures bids from vendors for bulk gasoline purchases.

Monitors card inventory system of garage parts, supplies, tools and equipment.

Garage Superintendent

2

Deals with a variety of individuals in person and by telephone reference the operation of the garage and its personnel.

Assists Patrol personnel in diagnosing specific or unique problems inherent to the automotive/mechanic trade; provides advice and/or recommendations on how to handle problems.

Keeps Division Director apprised of status of projects, assignments, problems and overall garage operation.

Establishes and maintains liaison with car dealership personnel reference automobile warranties and salvaging patrol vehicles.

Maintains inventory and makes assignments of pool cars as needed.

Schedules garage personnel for special work assignments and out-of-town travel.

Assists in the design or modification of special equipment, as needed.

Serves as the garage safety officer; ensures through own inspections and supervisors that work place is safe according to industry standards.

Ensures that hazardous waste (e.g., motor oil, batteries, oil filters and antifreeze) created by garage operations are disposed of in a proper manner.

Maintains required manual records.

Ensures that Patrol cars assigned to major metropolitan areas meet emissions regulation as prescribed by law for that area.

Inspects new and used cars delivered for possible defects; completes necessary paperwork and takes photographs as needed to document same.

Performs job-related travel as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of Patrol policies and procedures.

Extensive knowledge of the principles and techniques of supervision.

Knowledge of the occupational hazards and safety precautions associated with the automotive/mechanic trade.

Knowledge of state and federal purchasing requirements.

Knowledge of inventory methods and procedures.

Knowledge of emission regulations and hazardous material disposal requirements.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Garage Superintendent

3

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain various manual records and files.

Ability to manage, develop and motivate subordinates.

Ability to plan, assign and monitor the work of others.

Ability to analyze routine and unique problem situations and make recommendations.

Ability to work independently and exercise discretion and judgment in the decision making process.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to recognize safety hazards associated with the automotive/mechanic trade and provide corrective action.

Ability to establish and maintain effective working relationships with Patrol personnel, other governmental agencies, vendors and suppliers.

Ability to work in varying climatic conditions.

Ability to operate a computer terminal and keyboard at garage, as assigned.

Ability to use photography equipment in documenting damage to new or current vehicles.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Possess at least six years experience in vehicle maintenance and repair* plus at least two years experience as a supervisor in an automotive repair facility.

* Vehicle Maintenance and Repair is defined as either hands-on experience doing that type of work (e.g., mechanic) or being a service manager (e.g., someone employed in an automotive business who diagnose problems and order repairs even though they may or may not actually perform the work themselves; also, this individual must be responsible for ensuring that the repairs have been made according to the order).

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Drivers License.

Possess or obtain Missouri Motor Vehicle Inspection Permit.

Garage Superintendent

4

Must be a resident of Missouri at the time of appointment.